

# Supplier Code of Conduct

2023



**MEKO**



# Supplier code

**MEKO consists of the leading car service chains in northern Europe with proprietary wholesale operations, stores and affiliated workshops under the Group's brands. MEKO's business concept is to offer consumers and companies solutions for a simpler and more affordable carlife by using clear and innovative concepts, high quality and an efficient logistics chain.**

**As a leading player in the industry, MEKO has a particular responsibility regarding sustainability. Sustainability should be an integrated part of the business operations and create value for the company and our stakeholders. This requires that we, together with our suppliers, take into consideration and take responsibility for the financial, environmental and social impact of our activities on our external environment.**

## Introduction

In MEKO's Supplier Code of Conduct (referred to below as the Supplier Code), we set out our basic demands on our suppliers regarding human rights, labour conditions, the environment and business ethics.

The Supplier Code is part of the agreement between MEKO and the supplier. MEKO can supplement the requirements in the Supplier Code. This is done primarily as a result of a specific industry or geographic risk.

The Supplier Code is based on MEKO's Code of Conduct and internationally agreed framework (see Legal Compliance).

## Scope

The Supplier Code applies to all suppliers, including sub-suppliers, consultants, distributors and agents (referred to collectively below as suppliers). The Supplier Code encompasses all of the suppliers' employees regardless of status or relationship to the supplier, meaning that it also includes informal employees, employees on short contracts or who work part-time.

Employees of the supplier must comply with the content of MEKO's Supplier Code or corresponding requirements.

The supplier must ensure its right to conduct audits based on the Code of Conduct for Suppliers among the first layer of sub-suppliers.





## Legal compliance

Suppliers must comply with national legislation in the countries where they operate and hold all relevant permits for their operations. If any of the requirements in the Supplier Code of Conduct differ from what is set out in national legislation, the stricter requirement shall apply. If there are conflicts between the requirements in the Supplier Code and national legislation, the supplier must immediately inform MEKO.

All goods, services and contracts that are to be delivered to MEKO must be produced under conditions that comply with:

- The UN Universal Declaration of Human Rights (1948).
- ILO's eight core conventions, Nos. 29, 87, 98, 100, 105, 111, 138 and 182.
- UN Convention on the Rights of the Child, article 32.
- UN Global Compact's 10 principles.
- The worker protection and the health and safety legislation that applies in the countries where operations are conducted.
- The labour law, including legislation on minimum wages, and the social security protection that applies in the manufacturing country.
- The environmental legislation that applies in the manufacturing country.
- UN Convention against Corruption.



## Human rights

The supplier must be aware of and respect the international recognised human rights. The supplier must apply fair labour conditions and treat each employee with dignity and respect. The supplier must offer an inclusive workplace that is characterised by equal opportunities, diversity and equal pay for equal work.

### Discrimination and harassment

The supplier must not, under any circumstances, discriminate, harass or apply special treatment on the basis of, for example, gender or transgender identity or expression, sexual orientation, ethnicity, religion or other beliefs, disability or age. Discrimination must not occur due to social origin, political views, health status, pregnancy or parenthood, or membership of employee organisations (including trade unions).

Harassment, including threats and oppression, must not occur at suppliers. Harassment pertains to when employees are subjected to harsh or inhuman treatment, including sexual harassment or any form of psychological or physical penalty.

## Labour conditions

### Employment contract

Personnel must be informed of their employment terms and must have a written employment contract.

### Wages and working hours

The supplier must pay wages directly to the employee at the agreed time and in full. The supplier must not apply wage deductions as a disciplinary measure. The supplier must work to ensure that living wages are paid to the employees and must, under no circumstances, pay less than the national statutory minimum wage.

The employees must have a minimum of one rest day per week and are entitled to sufficient rest between work shifts. Working hours must not exceed the legal limits of the manufacturing country. Employees must be permitted paid annual leave, sickness absence, parental leave and other holidays required by law or which are standard in the manufacturing country.

### Freedom of association and right to collective bargaining

The supplier must provide employees freedom to exercise their lawful right to organise themselves freely and bargain collectively. This entails that the supplier may not in any way prevent the establishment, maintenance or administration of employee organisations or collective bargaining. In countries where freedom of association is restricted, the supplier should encourage

communication with personnel on the subjects of health and safety and labour conditions.

### Forced labour

The supplier may in no way contribute to or tolerate forced or compulsory labour, slave labour or human trafficking. No unlawful or inappropriate wage deductions or withholding of wages is permitted.

The supplier may not prescribe that employees hand over identity papers, work permits or objects of value as a condition of employment. Conditions for the repayment of loans must be reasonable and compliant with the law.

The employees must always have the right to leave the company's premises and areas. Personnel must be free to terminate their employment after the agreed period of notice.

### Child labour and young employees

All work is to be conducted by personnel who have reached legal working age. The supplier must ensure that no employees are younger than 15 years or younger than the minimum working age if this exceeds 15 years. Documents that confirm all employees' ages must be held available. Young people under the age of 18 may only work with non-hazardous work tasks and may only work under the condition that they have completed compulsory schooling or the work allows for the completion of compulsory schooling in parallel.

If the supplier identifies a child worker in their operations, the employer must act in the child's best interests. The supplier is expected to cooperate to achieve a satisfactory solution that improves the situation for the individual child.

### Health and safety and fire safety

The supplier must be aware of what health and safety risks that are present in the operations and take measures to prevent risks of workplace accidents.

The supplier must provide a safe and healthy work environment, entailing that the work premises are clean and well-lit, have adequate ventilation and an acceptable temperature, as well as noise level. There must be free access to clean drinking water, hygienic toilets and clean dining halls.

The supplier must have procedures for continuously checking that the personnel have the relevant permits, relevant professional training and qualifications for performing their work.

The personnel are to receive training and instructions regarding the potential health risks that could result from the work, including in fire safety, dangerous work tasks and first aid. All employees and colleagues present in the supplier's workplaces must have access



to and use relevant safety equipment. First aid equipment must be available in appropriate places.

There must be evacuation plans and fire safety equipment. Emergency exits on all floors must be clearly marked and well-lit and must not be obstructed. All employees must receive regular training and practice how they would act in the event of a fire or other emergency situations. Fire alarms must be tested regularly.

Any accommodation that the supplier offers their employees or colleagues must meet a reasonable standard from a health and safety perspective.

## Environment

The supplier must comply with national legislation and hold the environmental permits, licenses and registrations required for operating their business.

The supplier must conduct a systematic environmental work to minimise negative environmental impact from the operation's activities. By having procedures to identify, measure and follow

up on their environmental impact, the supplier must work to continuously improve their environmental performance and minimise the use of resources and emissions. The supplier must work actively to reduce their waste and emissions to land, air and water.

## Chemicals

Suppliers of chemical products must ensure that the products are classified, labelled and packaged in accordance with the regulations in the CLP directive (Regulation (EC) No1272/2008 of the European Parliament and of the Council on classification, labelling and packaging of substances and mixtures).

Safety data sheets must comply with the rules according to REACH appendix II (Regulation (EC) No 1907/2006 of the European Parliament and of the Council concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), establishing a European Chemicals Agency).

Suppliers of goods that contain a concentration of more than 0.1 percent by weight of a substance on the candidate list must provide information to MEKO in accordance with article 33 of REACH.









## Conflict minerals

Conflict minerals such as tin, tantalum, wolframite and gold are minerals that can directly or indirectly contribute to the financing of armed conflict, serious infringements of human rights and serious environmental damage.

Goods delivered to MEKO must meet the requirements contained in applicable laws and directives on conflict minerals. The supplier should also follow international agreements in the area.

## Product responsibility

The supplier must exercise due care in the design, manufacture and testing of products. The aim of this is to reduce the risk of product faults that could harm life, health, safety or the external environment in using the product.

## Zero tolerance of corruption

The supplier may not participate in or tolerate any form of bribery, blackmail, fraud, embezzlement, nepotism and cronyism. The use of “grease payments” (so-called facilitation payments) is not permitted.

The supplier must not directly or indirectly offer or provide inappropriate payment or other compensation to any person or organisation for the purpose of obtaining, retaining or controlling business or to receive any inappropriate benefit within the framework of their business.

The supplier may not offer a MEKO employee or anyone acting on assignment of MEKO any benefits intended to facilitate the supplier’s business with MEKO.

If the supplier suspects or receives knowledge that any employee of MEKO, or anyone representing MEKO, is guilty of any type of corruption crime, this must be reported immediately to MEKO. See also the Compliance and follow-up section.

## Compliance and follow-up

Transparency in the supply chain is required to guarantee compliance with the Supplier Code. The supplier must have an appropriate control system to ensure compliance with the content of MEKO’s Supplier Code.

The supplier must take appropriate measures to ensure implementation of and compliance with this Supplier Code in their own operations.

The supplier must facilitate controls that ensure compliance with the Supplier Code. Control comprises complete or partial verbal or written audits and/or random controls.

If MEKO conducts an audit of its own or through a third party, which is related to the Supplier Code, the suppliers must cooperate fully to ensure that the purpose of the audit can be achieved.

It is the supplier’s responsibility to ensure that the sub-suppliers meet the requirements contained in the Supplier Code. The supplier must evaluate and control their own supplier chain and on request, provide information on this to MEKO.

Crimes against the provisions of this Supplier Code could comprise significant breach of contract and the contract could be terminated. Crimes against the requirements in the sections; zero tolerance of bribery, forced labour, child labour and young employees, as well as discrimination and harassment are always to be considered significant breaches of contract. Omission to cooperate to ensure that MEKO is able to check compliance with the Supplier Code or to correct identified faults within the agreed time, are also to be considered significant breaches of contract.

MEKO encourages the reporting of non-compliances with the Supplier Code through our whistleblower system. The whistleblowing system can be accessed through the Group’s investor website meko.com.



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